DEPARTMENT OFFICER'S TRAVEL VOUCHER

This is the Basic information HQ needs for a travel voucher as of 3/14/2024
The rate for the use of your vehicle is based on the IRS guidelines (subject to change) of $0.66 cents per mile
Please fill in the information then print your namer and sign the form

THE ITEMS WITH A ** REQUIRE DETAILED RECEIPTS. RECEIPT MUST SHOW ALL ITEMS

Travel for _____ Date _____

Date	Event	Location	# Miles	Mile Total $	**Meals****	**Lodging****	**Airfare****	**Other****
	TOTALS							
		TOTAL COST OF TRIP						

Reimbursable Expenses	

Print Name_____ Signature_____